Louisiana Department of State Civil Service

Sample Questions for
Series 9500

LAW ENFORCEMENT
and
PROTECTIVE SERVICES (LEAPS)

****

This booklet contains *SAMPLE QUESTIONS ONLY.*

None of the questions in this booklet are actual test questions. They are samples and are not intended to cover all topics which may appear on the test.

Studying this booklet *WILL <u>NOT</u> NECESSARILY IMPROVE YOUR TEST SCORE.*

January 2007

Preparing for the LEAPS Exam

<u>Introduction</u>

The Law Enforcement and Protective Services Examination, or LEAPS, is given to applicants for entry-level through intermediate-level protective services jobs in state government. The LEAPS exam makes it possible for you to be considered for a variety of law enforcement, investigative, and other protective services jobs by taking a single test.

Information on these jobs can be obtained from any Louisiana State Civil Service, Job Service Office or on our website at www.civilservice.louisiana.gov.

How To Use This Booklet

This booklet contains a Sample Test with examples of the different types of questions that you will see on the LEAPS examination. None of the sample questions will be on the actual test, but they are very similar.

At the end of the Sample Test is a key showing the correct answer to each sample question, along with an explanation of why the answer is the best choice. Study each sample question carefully so that you will be familiar with questions of the same type on the actual test.

Do not be discouraged if you are not able to answer some of the sample questions correctly. However, if you feel you need more practice in a certain subject area, your local library may have reference materials to help you.

Description of Test Content

The LEAPS exam measures basic knowledge and abilities needed for entry-level protective services jobs. The 60 test questions cover six main areas:

1. Decision Making and Human Relations – 13 questions

   These questions test your ability to evaluate various courses of action and select the best alternative, as well as your ability to work well with people. Each question describes a situation that might occur on the job. You are asked to choose the BEST way to handle each case.

2. Reading Comprehension – 10 questions

   These questions test your ability to read and understand written information. All of the information needed to answer a question in this section is contained in each item. You are encouraged to read each passage as often as you wish before making your choice.

3. Mathematics – 7 questions

   These questions test your knowledge of basic numerical work (add, subtract, divide, multiply, percentages and averages) and word problems.

4. Coding – 5 questions

   These questions test your ability to understand and use coding systems.

5. Reasoning and Problem Solving – 13 questions

   These questions test your ability to identify and resolve problems and to apply general principles of logic to given situations.

6. English and Effective Writing – 12 questions

   These questions test your knowledge of basic English grammar, punctuation, spelling and sentence structure.

Tips For Taking The Test

1. To avoid running the risk of arriving too late to be admitted to the test, allow extra time for traveling to the test center.

2. Notify Civil Service in advance if you will require special testing accommodations due to a disability.

3. Pay close attention to the instructions given by the monitor at the beginning of the test session. Mistakes on your answer sheet can cause your grade notice to be delayed by several weeks.

4. Carefully read all instructions given in the actual test booklet. These instructions are given to help you and should be followed closely.

5. Use the clock or your watch to keep track of time during the examination.

6. Read each question carefully, then read all of the answers to the questions before deciding on which answer is the best choice.

7. If you are having a hard time answering a question, skip that one and come back to it later if you have the time.

8. Try to answer each question even if you must guess at the answer. The final grade will be based only on the number of correct answers. There is no penalty for guessing.

9. Be sure to mark your answers properly on your sheet and NOT in your test booklet. You will be given credit only for answers marked on your answer sheet.

Instructions: Read each item carefully. Decide which of the choices given BEST answers the question. There will be only ONE best answer for each item.

Decision Making and Human Relations

1. In decision making there are certain steps to follow: A) Secure pertinent information.
    B) Define the problem. C) Analyze the facts.

    The correct order of these steps is:
    1. A, B, C
    2. B, A, C
    3. C, B, A
    4. A, C, B

2. In which of the following situations should an investigator or officer use his own judgment?

    1. When immediate action is necessary and the rules do not cover the situation.
    2. Whenever the rules appear to be unfair in their application.
    3. Whenever a situation is not covered by established rules.
    4. Whenever a superior is present.

3. Which of the following statements describes the best way to get good cooperation with the public?

    1. Always use as many legal terms as possible when dealing with a citizen to show that you are a professional.
    2. Show an interest in the citizen's problems and try to be helpful.
    3. Be as impersonal as possible to avoid favoritism.
    4. Agree with every compliant made by the public to show that you are sympathetic.

Reading Comprehension

Instructions: The questions in this section will test your ability to read and understand written material. You will read a passage and then answer questions about the passage. The questions are NOT necessarily based on actual laws or policies of state and local law enforcement agencies. Use ONLY the information given in each passage to answer the questions.

4. According to the Louisiana Criminal Code, a misdemeanor is defined as any crime other than a felony. The crime of simple arson is NOT a felony.

    From these statements, one can conclude that:
    1. the crime of simple arson is not a misdemeanor.
    2. the crime of simple arson is a misdemeanor.
    3. the crime of simple arson may or not be a misdemeanor, depending on the circumstances.
    4. not enough information is given to determine whether or not the crime of simple arson is a misdemeanor.

5. When a person is arrested under a warrant in a parish other than that in which the alleged offense occurred, the person shall be booked in the parish where he was arrested. He shall be imprisoned there until he gives bail or is transferred to the parish where the offense occurred. However, he shall not be detained awaiting transfer for a period longer than ten days.

    According to the above:
    1. the minimum period that a person may be detained in the parish of his arrest awaiting transfer to the parish where his alleged offense occurred is ten days.
    2. a person arrested under a warrant in St. James Parish for an offense committed in Orleans Parish would normally be booked in Orleans Parish.
    3. the normal waiting period before a person awaiting transfer from the parish of his arrest can be transferred to the parish where the crime occurred is ten days.
    4. a person arrested in St. James Parish for a crime committed in Orleans Parish would normally be booked in St. James Parish and later transferred to Orleans Parish.

6. When it is lawful for a police officer to arrest a person without a warrant for his arrest for a misdemeanor, he may give a written summons instead of making an arrest if he has reasonable grounds to believe that the person will appear in answer to the summons. The summons is available only in misdemeanor cases, and its use is left up to the judgment of the officer.

    According to the passage:
    1. an officer is required to use a summons in all misdemeanor cases.
    2. a summons may be used only if an officer has reasonable grounds to believe that the person will appear in answer to the summons.
    3. an officer may issue a summons in a felony case provided it would be lawful for him to arrest the person without a warrant.
    4. a summons may be used in a felony case at the officer's discretion.

7. No person shall go upon marsh or low prairie lands or swamp lands not under cultivation and belonging to another, and there capture, catch, trap, take, or ensnare any fur-bearing animal, without the consent of the owner or of one authorized to grant consent.

    According to this passage:
    1. fur-bearing animals may not be trapped on marsh or low prairie lands.
    2. only the owner of the land can give consent to trap fur-bearing animals on his land.
    3. fur-bearing animals may be trapped on marsh or low prairie lands only by the owner or other authorized person.
    4. persons may not engage in trapping fur-bearing animals on marsh or low prairie lands without first obtaining proper consent.

Mathematics

8. The fraction 3/8 is equal to which of these decimal fractions?

    1. .0375
    2. 2.6
    3. .375
    4. .260

9. In a certain law enforcement unit, ammunition is issued twice a week. Five officers are to be supplied from each box of ammunition. With 200 officers in the unit, the number of boxes of ammunition needed over a four week period is:

    1. 80
    2. 160
    3. 320
    4. 640

10. If 3 employees can complete a job in 6 days, how many days will it take 6 employees to compete the same job?

    1. 1 day
    2. 2 days
    3. 3 days
    4. 4 days

11. Police in the state issued 104,372 tickets last year. If the number increases by 22 percent this year, how many tickets will be issued this year (rounded the nearest whole number)?

    1. 104,394
    2. 112,402
    3. 127,334
    4. 229,618

Reasoning and Problem Solving

12. If New York time is three hours ahead of San Francisco time, what time would it be in New York if a clock in San Francisco is one hour <u>behind</u> the time and shows 4 o'clock?

    1. 1 o'clock
    2. 6 o'clock
    3. 7 o'clock
    4. 8 o'clock

13. Most of the Gaspard family lives in South Louisiana. Many of the people in South Louisiana celebrate Mardi Gras. Frank is a member of the Gaspard family.

    Based on these facts, we can conclude that:

    1. Frank lives in South Louisiana.
    2. Frank does not celebrate Mardi Gras.
    3. All of the Gaspards celebrate Mardi Gras.
    4. None of the above can be concluded.

14. Bill must use highway 19 to get to work. Bill has a meeting at 9:00 a.m. If Bill misses the meeting, he probably will lose a major account. Highway 19 is closed all day due to repairs.

    Based on the above, we can conclude that:

    1. Bill will not be able to get to work.
    2. Bill will probably not be able to reschedule the meeting.
    3. Bill will lose a major account.
    4. None of the above can be concluded.

15. Mrs. Sellers reports that she was in the elevator late yesterday evening after leaving her office on the 15th floor of a large office building. A man got on at the 12th floor, pulled her off the elevator, assaulted her, and stole her purse. She believes that she has seen the man in the elevators and hallways of the building before. She thinks that he works in the building.

Study the following parts of Mrs. Sellers' description of the man. Which one would be <u>most</u> useful in finding him, assuming that he is a regular occupant of the building?

1. He had very bad breath.
2. He was wearing a striped tie.
3. He had a scar on his left cheek.
4. He was carrying a blue backpack.

16. Choose the sentence that represents the best English usage.

    1. It was them who did the work.
    2. It was her who did the work.
    3. It was him who did the work.
    4. It was she who did the work.

17. Choose the sentence that represents the best English usage.

    1. I will give the message to the person which answers the phone.
    2. He didn't know hisself what he wanted to do.
    3. I didn't know she needed treatment so bad.
    4. Norma is the girl whose desk is nearest the window.

Instructions: In Questions 18 and 19, choose the word or phrase that best completes the sentence.

18. Neither Amy ___ I like to mop the floor.
    1. or
    2. and
    3. nor
    4. but

19. Which word is spelled incorrectly?
    1. errors
    2. department
    3. carefully
    4. bussiness
    5. None of these.

Coding

Instructions: To answer questions 20 and 21, use the following Accident Report Form and coding instructions.

Accident Report Form

Violation	Weather	Road Surface	Roadway Conditions	Vehicle Condition	Alignment	Lighting Condition

In developing the codes for the report, use the following keys:

Violations
A. Exceeding the stated speed limit

B. Exceeding safe speed limit

C. Failure to yield

D. Following too closely

E. Improper turning

F. Improper passing

G. No violation

Weather
A. Clear

B. Cloudy

C. Raining

D. Fog

E. Dust

Road Surface
A. Concrete

B. Blacktop

C. Gravel

D. Dirt

E. Other

Roadway Condition
A. Defective shoulders

B. Holes

C. Deep Ruts

D. Bumps

E. Loose surface material

F. Construction

G. No Defects

Vehicle Condition
A. Defective brakes

B. Defective headlights

C. Defective signal light

D. Tire failure

E. Worn or smooth tires

F. Other defects

G. No defects

Alignment
A. Straight – level

B. Curve – level

C. On grade – straight

D. On grade – curve

E. Hillcrest – straight

F. Hillcrest – curve

Lighting
A. Daylight

B. Dark – no street lights

C. Dusk or dawn

D. Dark – continuous street light

Code the information given in each question, using the preceding keys. Use only the information given to determine the code. <u>The report code should be in the same order shown on the Accident Report Form, from left to right.</u>

20. On a straight – level, concrete road, John Dowl lost control of his car and skidded into the ditch. The accident occurred at 9:00 a.m. on a clear day. No defects were found in either the car or the roadway. There were no violations. The correct accident report code is:

1. B D C A A F F
2. D C B E E E E
3. G A A G G A A
4. E C D C B C D
5. None of the above.

21. Charlene Baker was ticketed with failure to yield after a collision with another vehicle during daylight hours on a clear spring day. Baker did not stop at a blinking red caution light on a graded curve. Neither the blacktop roadway nor Baker's vehicle showed any evidence of defects. There were no injuries. Damage to both cars was slight. The correct report code is:

1. A B B B F F A
2. F B A B A B A
3. C A A D B F A
4. C A B G G D A
5. None of the above.

1. Correct answer: 2

First, determine why the decision must be made (define the problem). Then, identify the circumstances surrounding the problem (secure the pertinent information). Then, the facts can be analyzed in order to devise a solution (analyze the facts). Thus, the correct order is B, A, C.

2.   Correct answer: 1

Rules and policies of an organization should always be followed when they exist. If rules do not cover a given situation, an employee should use his own judgment to handle the situation ONLY if immediate action is required and there is no time or opportunity to consult with a superior or other authority on how to proceed.

3. Correct answer: 2

Of the choices listed, a helpful and interested attitude is the most effective way to provide proper service to the public, while gaining their cooperation.

4. Correct answer: 2

Since, according to the passage, a misdemeanor is any crime OTHER than a felony, and simple arson is a crime that is not a felony, simple arson is therefore a misdemeanor.

5. Correct answer: 4

Choice 1 incorrectly states that the ten-day period is a minimum time period. Choice 2 incorrectly states that the booking and arrest occur in different parishes. Choice 3 incorrectly states that ten days is a normal waiting period, rather than a maximum waiting period. Therefore, Choice 4 best expresses the main idea of the passage.

6. Correct answer: 2

Choice 1 incorrectly states that a summons must be used in ALL misdemeanor cases. Choices 3 and 4 both incorrectly state that a summons may be used in felony cases (the passage says it is only available in misdemeanor cases). Therefore, Choice 2 best expresses the main idea of the passage.

7. Correct answer: 4

Choice 1 incorrectly states that animals may not be trapped on marsh or low prairie lands. Choice 2 incorrectly states that ONLY the owner may give consent. Choice 3 incorrectly states that only owners or authorized persons may trap on marsh or low prairie lands. Choice 4 best expresses the main idea that proper consent must be obtained to trap on marsh or low prairie lands.

8. Correct answer: 3

To find this answer, divide three by eight. $3 \div 8 = .375$

9. Correct answer: 3

First, divide 200 by 5 to determine how many boxes are needed to supply all officers. $200 \div 5 = 40$. Then, multiply 40 by 2 to determine how many boxes are needed each week (boxes issued twice a week). $40 \times 2 = 80$. Last, multiply 80 by 4 to determine how many boxes are needed over four weeks. $80 \times 4 = 320$, or Choice 3.

10. Correct answer: 3

First, determine the difference in manpower by dividing the larger number of employees by the smaller number. $6 \div 3 = 2$, or twice as many. Twice as many employees will do the work in half the time. To find what half the original time is, multiple 6 days by $\frac{1}{2}$. $6 \times \frac{1}{2} = 3$. Therefore, the time needed to do the work is 3 days, or Choice 3.

11. Correct answer: 3

Multiply the number of tickets by 22% (.22) to determine the increase in tickets from last year to this year. 104,372 x .22 = 22,962 (rounded to the nearest whole number). Then add this amount to last year's total to find the number of tickets to be issued this year.

104,372 + 22,962 = 127,334 (rounded to nearest whole number), or Choice 3.

12. Correct answer: 4

If a clock in San Francisco shows 4:00 and is one hour <u>behind</u> (slow), the actual time in San Francisco is 5:00. Therefore, the time in New York, which is three hours ahead, would be 8:00, or Choice 4.

13.   Correct answer: 4

Choice 1 cannot be concluded, since **most**, but not ALL, of the Gaspard family lives in South Louisiana. Choice 2 is not supported by the passage at all. Choice 3 cannot be concluded, because the passage states that many, not all, people in South Louisiana celebrate Mardi Gras. Therefore, the answer is "None of the above", or Choice 4.

14.   Correct answer: 1

The passage does not address whether or not Bill will be able to reschedule his meeting, so Choice 2 cannot be concluded. Choice 3 cannot be concluded, because the passage says he will <u>probably</u> lose a major account, but this is not a certainty. Choice 1 is the correct conclusion, because the passage states that Bill <u>must</u> use Highway 19 to get to work it is closed all day. Therefore, it can be concluded that Bill would not be able to get to work that day.

15.   Correct answer: 3

Choices 1, 2, and 4 all describe characteristics that could be easily changed or hidden. However, a scar on the face is noticeable and could not be easily disguised or removed. Therefore, the best answer choice is Choice 3.

16. Correct answer: 4

The pronouns them, her, and him are used incorrectly in choices 1, 2, and 3. Therefore, Choice 4 is the best answer.

17. Correct answer: 4

In Choice 1, the word "which" is used incorrectly. In Choice 2, the work "hisself" is incorrectly used. In Choice 3, the word "bad" is used incorrectly. Choice 4 is the best answer.

18. Correct answer: 3

The word "nor" provides the best example of English usage when included in this sentence.

19. Correct answer: 4

The word "bussiness" should be spelled "business".

20. Correct answer: 3

No violations were noted, so the first letter of the code is G. The code for clear weather is A. The code for a concrete road is A. The codes for "no defect" are G for the roadway and G for the vehicle condition. A straight-level alignment is coded A, and the code for daylight is A. Thus, the report code should be G A A G G A A, answer Choice 3.

21. Correct answer: 4

The Violation code for Failure to Yield is C, so the first letter is C. The weather was clear, so the second code letter is A. The Road Surface code should be B for a blacktop roadway. Neither the roadway nor the vehicle showed defects, so the fourth and fifth code letters are G and G. The alignment of the road was a graded curve, so the Alignment code is letter D.   The Lighting code should be A for daylight. Thus, the code on the Accident Report Form should be

C A B G G D A, or Choice 4.